

Secretary -

- Serve as an active member of executive board and assist with decision making
- Provide meeting agendas to be posted on the website prior to each general meetings
- Take detailed minutes at meetings in order to be posted on the website after each general meetings
- Work closely with the VP of Technology to post agendas and minutes on the website
- Send out meeting reminders for executive board and members via email prior to each meetings
- Collect membership application forms and work closely with the VP of Finance for dues collection
- Count votes for each elections
- Distribute documents at each meeting when necessary
- Work closely with the President to write the agenda prior to each general meeting